

**OFFICE OF HOMELAND SECURITY  
GRANT PROGRAMS  
EQUIPMENT LOG SHEET**

Page 1 of \_\_\_\_

1. SUGRANTEE NAME \_\_\_\_\_

2. GRANT PROGRAM NO. \_\_\_\_\_

3. EQUIPMENT DESCRIPTION	4. EQUIPMENT USE	5. EQUIPMENT I.D. NUMBER (serial/inventory)	6. SOURCE OF PROPERTY	7. ACQUISITION DATE	8. COST OF ITEM	9. LOCATION OF EQUIPMENT	10. CONDITION OF EQUIPMENT	11. DISPOSITON

*I CERTIFY THAT THIS REPORT IS ACCURATE AND IN ACCORDANCE WITH THE APPROVED GRANT AWARD AND THE OFFICE OF HOMELAND SECURITY GRANT ASSURANCES.*

12. SIGNATURE – AUTHORIZED AGENT \_\_\_\_\_

DATE \_\_\_\_\_

## EQUIPMENT PROPERTY TRACKING SHEET INSTRUCTIONS

Pursuant to Title 28 Code of Federal Regulations Section 66.32, each item of property acquired with Federal funds awarded through the California Office of Homeland Security (OHS) must be accounted for. This form must be maintained by the Subgrantee on the project site available for monitoring review purposes, as well as to be included in the closeout process Final Request for Payment. Please note that Subgrantees are required to physically inventory property acquired with Federal funds at least once every two years.

All information should be typed or completed in ink. The grant number, page number and original signature must be clearly visible on each page if there are two or more pages of equipment. Each individual program grant must have its own Inventory Control Record, do not mix the individual grant funded programs together on one form.

- 1) Subgrantee Name: Enter the Subgrantee name as it appears on the Grant Award Notification letter.
- 2) Grant Program Number: Enter the grant number and Subgrantee number under which the equipment was purchased.
- 3) Equipment Description: Give a brief description of the equipment item. (Abbreviate if necessary)
- 4) Equipment Use: Indicate the use for which the equipment was purchased for i.e. “Level,” “Category” or “Discipline”.
- 5) Equipment Identification Number: Enter the serial number or other identification number (Subgrantee may either enter their own Inventory Control System) here. The objective is to assign a number which can be clearly traced from this form to the equipment item itself.
- 6) Source of Property: Enter the name of the vendor the equipment was purchased from.
- 7) Acquisition Date: Give the month, date and year the item of property was acquired.
- 8) Cost of Item: The total cost of the item of property including taxes, shipping and handling. The amount must equal the *sum of the amounts* entered on the Budget Detail Worksheets.
- 9) Location of Equipment: If same address as Subgrantee, indicate SAME AS SUBGRANTEE. If different, list Subrecipients or the site where the item is located. (Abbreviate, if necessary)
- 10) Condition of Equipment: If property is *new* or in *excellent, good, fair* or *poor* condition, denote as such.
- 11) Disposition: Enter the disposition (damaged, loss, stolen, misplaced, sold, on loan, etc.) of the equipment item at time of last physical inventory or at when knowledge of such is available.
- 12) Authorized Agent: This form must be signed and dated by the authorized person for the grant as shown on the grant award or the approved authorized signature form.